The Xda® – all you need for work or play

An Internet-ready pocket PC and state of the art mobile phone stylishly combined to give you the best of both worlds.

You can surf

Fast and reliable full colour Internet access whilst mobile – with no wires or messy add-ons. Your Xda* comes pre-built with everything under the bonnet.†

You can stay in touch

Use the Xda as a normal mobile to make and receive phone calls and text messages. You can even send and receive Internet based emails with attachments.†

You can work smarter

Manage your time and resource more effectively. Consult your calendar and address book. Upload your new appointments when you return to your office.

You can take the office with you

Make time away from the office work for you. Prepare for your meetings while you are on the way to them, review documents, listen to messages, review your appointments.

You can sort out your personal life

Shop online, book holidays, monitor your bank account, organise restaurants, theatre tickets, gifts and accommodation. The possibilities are endless.

Above all, you can have some fun

With the time you have saved you can take a break and have fun. Chat in your favourite online chat room, keep up-to-date on sports results, play games on the go, watch trailers, listen to music or send instant messages to friends currently online.

But this is just the start… dive right in and see what else you can do.

* Xda is a trademark of O2 Limited.

† A connection to O2 is required. Minimum term contract applies.

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Unleash the power of your Xda

Your Xda

Your Xda box contains

Xda – your phone and handheld PC in one

Microsoft Pocket PC Companion CD including ActiveSync for linking your Xda and PC

AC power adaptor – to connect your Xda cradle to a power source

Stylus – to operate your Xda's touch sensitive screen

O_2 user guide (this booklet) including a CD from O_2 to unleash the power of your Xda

Cradle – for charging your Xda and physically connecting to your PC

Pocket PC phone user manual

Xda case – to protect your Xda and connect to your belt clip

Belt clip – for a convenient place to carry your Xda

Warranty card

22 PIN DC power connector – allows you to connect your AC adaptor to the Xda without your cradle

Hands free stereo headset

⚠ Please note

O_2 may provide additional items with your Xda as they become available.

Your Xda has hardware buttons and scroll functions that control actions, and a stylus for selecting items and entering information.

Front panel components

1 **Antenna**

2 **Power light**
For further information please refer to your Pocket PC Phone User Manual.

3 **Power button**
Press to turn on/off your Xda.

Backlight
Press and hold to turn the backlight on/off.

4 **Infrared port**
Enables you to exchange file(s) or data with other devices without cables/wires.

5 **Contacts**
Press for quick access to your contacts.

6 **Speaker**

7 **Calendar**
Press for quick access to your calendar.

8 **Navigation bar**
Displays the active program, signal strength and time.
For a full list of icons please refer to page 7.

9 **Start menu**

10 **Volume**

11 **Touch screen display**
For handwriting, drawing or to make a selection with the stylus.

12 **SIM card holder**

13 **Command bar**

14 **Call key**
Press to take a call or take you to the phone key pad. Press and hold to activate/de-activate speakerphone during a call.

15 **Navigational pad**
To scroll through drop down menus or programme instructions.

16 **Cancel call key**
Press to end a call or press and hold to turn on/off your Xda's phone connection.

17 **Battery charger socket**

18 **Microphone**
Speak here when making a call or voice recording.

Back panel components

1 **SIM card door**
Open the rubber door to insert the SIM card. For further information on inserting your SIM, please refer to page 8.

2 **Stylus slot and stylus**
The antenna has a neatly hidden slot for housing the stylus.

3 **To secure external battery**
The optional extended battery should be fastened here.

4 **External battery connector cover**
Remove this to uncover the connection between your device and the optional extended battery.

5 **Main battery unit**
The main battery is housed permanently inside the device – it should only be changed through an authorised sales centre. Please contact your service provider for more information.

6 **External battery clip**
Before screwing the extended battery into position please secure the clip on the bottom into this hole.

Bottom edge components

1 **Soft reset**
Press into the hole with the end of your stylus to reset your device.

2 **Sync connector**
Use this connector when synchronising/transmitting data or recharging.

3 **Earphone jack**
Allows you to listen to audio media with the phone's hands-free kit supplied with your Xda.

4 **Battery on/off switch**
Press into the hole with the end of the top-half of your stylus to return the device to factory settings.

⚠ **Please note**
Turning the battery off will wipe all the data from your device unless Permanent Save is activated. Please refer to your Pocket PC Phone User Manual for further information.

5 **MMC and SD card slot**
Insert either MMC or SD cards in this slot. These cards, sold as accessories, are used to back up important data and extend memory. Please refer to your Pocket PC Phone User Manual for further information.

Navigation bar

The navigation bar, located at the top of the screen, displays the active program and current time. Below are some of the icons you may see.

⚠ Please note

If there is not enough room to display all the icons that are needed, the notification icon, , can be seen in the navigation bar. Tap to view all icons.

Status icon	Meaning
	Turns all sounds on and off
	Battery low
	Battery very low
	Data connection is active
	Synchronisation is beginning or ending
	Over the air synchronisation is occurring
	Notification that one or more instant messages were received
	Notification that one or more email/SMS messages were received
	Indicates the phone connection is on and the strength of the signal is strong
	Indicates the phone connection is on and the strength of the signal is weak
	Indicates the phone connection is switched off

2. Get started

Step one: Insert your SIM card

- Use your stylus to open the rubber flap to the SIM card compartment
- Insert the SIM card into the narrow horizontal slot towards the top of the compartment with the gold contacts facing down
- Once in place, clip the rubber flap down making sure both corner catches are firmly in place

- For help on removing your SIM card please refer to page 42

⚠ Please note

There is a micro switch that is only activated when the cover is fully and firmly in place, otherwise your Xda will not operate. This ensures that the SIM cannot be removed while the Xda is on.

Step two: Charge the battery

Your Xda contains a rechargeable Lithium-Polymer battery housed permanently in your device.

Your Xda has been supplied with a cradle. The cradle is used to hold your Xda when it is charging or synchronising with your PC (explained later).

- To charge the battery, insert the AC adaptor into the back of the cradle and connect to an external power source. Place your Xda in the cradle
- An amber light indicates charging and a green light indicates your Xda is fully charged. Wait until your Xda is fully charged. This will take approximately 4 hours. The battery must be fully charged before using your Xda for the first time

⚠ Please note

Remembering to charge your battery is extremely important as in the event that all power is lost all your data and any new programs you have installed will be erased. Only the default programs installed when you bought the device will remain.

⚠ Please note

Using your Xda whilst charging will significantly increase charging time.

Step three: Set up

- Switch on your Xda by pressing the power button. (The Xda may have automatically come on while charging)
- You will be presented with a welcome screen which will prompt you to **'Tap the screen to set up your Pocket PC'**. Do this and follow the on-screen instructions

This gets your Xda's screen aligned so that it can respond accurately to touches of the stylus. You will also be taken through a brief tutorial on how to use the screen's functions.

Step four: Enter PIN

Once you have completed the set up process you will see the following screen:

- Enter your pre-set SIM PIN followed by **'Enter'**

⚠ Please note

If you enter the wrong PIN three times, the SIM card will be blocked automatically. You will not be able to make or receive calls until it has been unblocked. To unblock your SIM card contact your service provider.

Step five: Auto Config

- Once you have activated your SIM card an Auto Configuration screen will appear
- Select **'Yes'** to obtain the following screen:

- With **'O2-UK'** selected in the drop down menu, tap **'Ok'** in the top right hand corner

You will then be prompted to restart you Xda.

- Select **'yes'**

You have now finished setting up your Xda. Time to put it to good use...

3. Phone

Transfer contacts from your SIM

Your Xda is designed to store all contacts on your device, not on the SIM card. If you previously used your SIM card in another device we recommend that you transfer all contacts into Microsoft® Contacts. Not only is it a more sophisticated system where you can create more detailed records, send text messages and email, but by synchronising with your PC you can back up your contacts in the event you lose either your Xda or your SIM.

- Ensure the phone connection is switched on
- Tap **'Start'** followed by **'Programs'**, then select **'SIM Manager'** and wait a few seconds for the SIM contents to load
- Select **'Tools'**, followed by **'Select All'**
- Select **'Tools'** again and then **'Save to Contacts'**

Make a call

As well as providing you with enhanced data communication facilities, your Xda works as a fully functional mobile phone.

You can use the phone function by holding the Xda to your ear, using the handsfree headset (supplied), or by using the built in speaker phone.

- Choose the **'Phone'** option from the Start menu and a phone key pad will appear or press the green answer key to go straight to the phone key pad
- Tap out a number on the touch sensitive screen. As you tap the keys, the number appears in the white area above the dial pad
- When you are ready to start the call, tap the **'Talk'** button
- As soon as dialling starts, the **'Talk'** button changes into the **'End'** button. To end a call, tap the **'End'** button

  Alternatively, you can use the red and green preconfigured buttons, and at the bottom of the handset.

Make a call from your contact list

- Press the contacts button* on your Xda or alternatively select **'Contacts'** from the Start menu
- Tap the contact you wish to call. Their contact details will appear. Then simply tap on their phone number to call them

* Figure 5 on the front panel components key shown on page 3.

Receive a call

You can answer an incoming call on your Xda by pressing , or by tapping the **'Answer'** box which appears on the pop-up screen.

Voicemail 901

O_2 provides you with Voicemail 901. A service that takes messages when your Xda is switched off, engaged, you don't answer a call or you are out of signal range.

Voicemail is free to set up – you are only charged at the standard calling plan rate when you pick up your messages.

Activating 'Voicemail 901'

- Tap 1750 followed by **'talk'** and follow the voice prompts to activate Voicemail 901

Use 'Voicemail 901'

Voicemail is secure and simple to use, just follow your country specific instructions.

- Tap 901, followed by **'talk'**, then follow the option menu you hear
- Your Voicemail 901 PIN is pre-set to 8705. When you first access 901 you will be prompted to change your PIN

If you forget your Voicemail 901 PIN, contact your service provider.

Record a personal greeting

By recording your own personal greeting your contacts are more likely to leave a message because they will be sure that they are through to your messaging service.

To record your personal greeting:

- Tap 901, followed by **'talk'**, then *3, then follow the instructions that you hear

Select a ring tone

With your Xda you can quickly find and display all the ring tones you have stored. You can assign your favourite ring tone to the ring tone selection box in the **'Phone'** settings.

- From the Start menu select **'Phone'**
- Tap on **'Tools'** in the command bar, then tap on **'Options'**
- From here you can change the ring type e.g. from a ring to vibrate, and the ring tone of your choice
- To change the ring tone for example, scroll down the list of options, then tap on the **'play'** arrow to listen to the choices available
- Select the one you want so it is viewed in the ring tone box
- Then tap **'OK'** in the right hand corner of the screen to confirm

⚠ Please note

You can also use any sound recorded in a .WAV format as your ring tone. Please refer to your Pocket PC Phone User Manual for more information.

Group Conferencing

Mobile conference calls that are easy to use and simple to set up mean that making social arrangements are more fun and business telephone meetings can continue whilst on the move.

There is no more phoning person after person, as Group Conferencing allows twenty callers to participate at the same time, from almost anywhere in the world, from fixed-lines and from any network's mobile. There is no need to book, there's no subscription and it is hassle free to set up.

For more information and how to register visit www.o2.co.uk/conferencing

Speakerphone

You can use your Xda as a speakerphone, allowing you and others to talk and listen hands-free while on a call. This is a particularly useful feature on an Group Conferencing call.

Activate speakerphone

Press and hold down at any time during a call or when the phone is ringing until the speakerphone icon appears in the navigation bar.

⚠ Please note

Do not leave the phone in speakerphone mode and hold it to your ear as the high volume may damage your hearing.

De-activate speakerphone

The speakerphone will de-activate at the end of a call, or you can press and hold down at any time during the call.

Text messaging

Text messaging is a simple and fun way of staying in touch.

Create a text message

To create a text message, use the Start menu to launch the Inbox application.

- Choose the **'Services'** option and tap SMS
- Select **'New'** and insert the number for the contact you want to message or access the number by using the contact icon at the foot of the screen
- Now tap the **'Subject field'** and use the keyboard or character recogniser to enter a subject
- Tap in the subject area and you can type your message
- When you have finished your text message, tap **'Send'** and the message will be sent

⚠ Please note

When creating a text message you will be able to type up to 500 characters however, your Xda can only send 158 at one time. Any additional characters will be sent as a separate text message and will be charged accordingly.

Read a text message

Incoming text messages are listed in the Inbox in their own folder area. You will also get notification on the Today screen that you have unread messages.

- To read incoming messages use the Start menu to launch the **'Inbox'** application and tap on the message you want to read, or tap on the envelope icon on the Today screen

⚠ Please note

You can create text messages via your email Inbox and link these to your contact list. However, incoming text messages will not be linked to your contacts.

O_2 InfoTxt – information at your fingertips

Get the info you want when you want it with O_2 InfoTxt. There's news, sport and plenty of fun waiting for you.

You can access information on any of the topics below by sending a text message, containing the appropriate keywords, to 80202.

What information is available?		Keywords
Football	Latest team news, results, fixtures and league position for English and Scottish clubs (all divisions)	Premiership: **Team name + NEWS** (or RESULT or FIXTURES or LEAGUE) Non-Premiership: **SPORT + Team name + NEWS** (or RESULT or FIXTURES or LEAGUE)
Football betting		TEAM + Premiership team name (e.g. **TEAM LEEDS UTD**)
Lottery	The latest draw numbers	**LOTTERY**
Horoscopes	Find out what your stars say for the day	HORO + first three letters of starsign (e.g. **HORO LEO**)
Ring tones	The latest ring tones available for your mobile. Search for your favourite ring tone using our unique text search facility	TONEFIND + name of artist or track (e.g. **TONEFIND KYLIE**)
Logos	Update your mobile with the latest cool logo	LOGOFIND + theme (e.g. **LOGOFIND EYES**) or visit www.o2.co.uk for more information
Jokes	Amuse your friends and colleagues	**JOKE**
News	Latest national news or business news from ITN	**NEWS** or **NEWS BUS**
Shares	Current buy and sell prices, last trade and volume moved in a day	SHARE + stock code (e.g. **SHARE IBM**)
Taxis	Numbers for local taxi companies	TAXI + town or postcode (e.g. **TAXI SLOUGH**)
Diet tips		**DIET**
Stress buster		**STRESS**
Recipe tips		**RECIPE**
Sex and romance tips		**SEX**
Horse racing		**RACING NEWS** or **RACING TIPS**

For further information, including a full list of keywords visit: www.o2.co.uk/o2infotxt

Terms and Conditions apply. See www.o2.co.uk/terms for details. Ring tones and logos cost £1.50 to receive. All other content costs 20p to receive except for Tonefind, Logofind and Menu requests which are free to receive. Standard rate to request information.

Be first with TXT Alerts

There's a whole world of information that you can get sent straight to your Xda, simply send a text message to sign up for the alert of your choice. Be first with the latest celebrity gossip and breaking news. Follow the footy goal-for-goal, and see what's on TV or at the movies.

- Choose your text alert
- Text ALERT, leave a space, then enter chosen category
- Send to 80202

We will then send you the latest info as and when it's hot off the press.

Summary of TXT Alerts available

TXT Alerts	Keywords
Football	**ALERT FOOTY**
Horoscopes	ALERT + first 3 letters of star sign (e.g. **ALERT LEO**)
Lottery	**ALERT LOTTERY**
Jokes	**ALERT JOKES**
Soaps	**ALERT SOAP**
Celebrity Gossip	**ALERT GOSSIP**
Breaking News	**REG NEWS**
Weight Mate	**ALERT DIET**
Looking Good	**ALERT LOOKGOOD**
Healthy Recipe Tips	**ALERT RECIPE**
Singles Chart	**ALERT CHART**
Movie Review	**ALERT FILM**

For more information and details on how to register, please visit: www.o2.co.uk/o2infotxt

Available on any UK network. Terms and conditions apply.

Traffic line™ 1200

Dodge the traffic jams

Find delays and problems on your journey, before you hit them. Through a network of roadside sensors, Trafficline* locates you and gives up to the minute local traffic information direct to your Xda, so you won't waste precious time sitting in jams and at roadworks.

Prior to travelling or whilst on route:

- For an instant local report, key 1200 followed by
- Trafficline can also give information further afield. Press 1 for motorway information or 2 for trunk road information

Trafficline informs you of traffic congestion on both motorways and A roads up to 15 miles ahead and also 5 miles either side on motorways. What's more you can make as many requests as you need for specific traffic information for any number of roads in one go.

* Trafficline is a trademark of O2 (UK) Limited and provided in association with Trafficmaster. Not available in Northern Ireland.

4. Connect to the Internet

Your Xda gives you instant, high-speed access to the Internet.

Enjoy the full Internet – anytime, anyplace*

Once your Xda has been set-up you can enjoy full Internet access and email on the move with GPRS, at speeds of up to five times faster than a standard (GSM) mobile service.

You can surf any website†. You can download information. You can send and receive Internet based email with attachments. And you can now do all this wherever you are – on a train or in a café, between meetings or sitting in the park, at work or at play.

⚠ Please note

When downloading software it is possible to contract software viruses. The use of anti-virus software is recommended.

* Subject to GSM/GPRS network coverage. You will need either a Mobile Web subscription or connection to a Pay As You Use data tariff to surf the Internet over the GPRS network.

† The Xda uses a version of Internet Explorer designed for Pocket PC device – 'Pocket Internet Explorer'. Pocket Internet Explorer is designed for the smaller screen of the Xda (1/4 VGA), and does not support all features that are supported by web browsers for PCs. If a website has been constructed with these limitations in mind, it will be possible to have a good Internet experience on the Xda – albeit on the smaller screen. Not all websites have been built to support Pocket Internet Explorer browsers, therefore they may not function in the same manner that they will on a full sized PC. O2 cannot be held responsible for the operation of such websites as they are outside our control.

Automatic set-up

Once you have subscribed to Mobile Web and your SIM card has been enabled, you can get online straight away.

If you ever alter the settings and find that you are unable to connect to the Internet it is recommended that you run the **'Auto Configuration'** tool located under **'Settings'** on the **'System'** tab.

To surf the Internet

- Ensure that the phone feature of your Xda is turned on
- Select the **'Internet Explorer'** option from the Start menu. The homepage supplies some handy links

You can also enter a specific URL.

- Select **'View'** (at the bottom of the screen) then **'Address Bar'**. The address bar will then appear towards the top of your screen

- Tap the address bar on-screen and a keyboard will appear to assist you entering a specific URL
- Then tap at the top of the display to go to this site

To go back one page

- Tap at the bottom of the display

To go forward one page

- Tap **'View'**
- Tap **'Forward'**

To refresh the current page

- Tap at the bottom of the display

To go to the homepage

- Tap at the bottom of the display

This is the homepage stored in Internet Explorer.

To set the homepage to the present page

- Tap **'Tools'**
- Tap **'Options'**
- Tap **'Use Current'**

Your Pocket PC will still connect to the O_2 homepage. This will change the homepage of your Internet Explorer.

To add or delete a favourites page

- Go to the page you want to add to favourites
- Tap at the bottom of the display
- Select the **'Add/Delete'** tab, then **'Add'**.
- To delete a page simply tap **'Delete'**

To go to a favourites page

- Tap at the bottom of the display
- Select the page you wish to visit

To send the current page link to an email address

- Tap **'Tools'**
- Tap **'Send link via email'**
- Enter the appropriate email address.
- Tap **'Send'**

To copy text from a page

- Highlight the text you wish to copy (by dragging the stylus over the relevant text)
- Tap **'Tools'**
- Select **'Copy'**

This text can now be pasted into another application.

Turn images on/off

If you are looking at very large web pages with very high graphic content, and you only want to read the words, graphics are something you can probably do without. To speed up this process, your Xda always requests a page's text content before it uploads images. In addition you have the option to turn off all image uploads or select only the ones you want.

- To do this tap in the command bar at the bottom of the screen
- To selectively view an image, tap and hold on its placeholder and choose **'Show Picture'** from the command bar

To fit the current PDA formatted page to your PDA screen

- Tap **'View'**
- Tap **'Fit to Screen'**

To receive calls whilst surfing

When connected to the Internet but not downloading information you can receive an incoming call. You have the option to **'Answer'** or **'Ignore'** the call.

If you have set up voicemail you can choose to ignore the call and your call will automatically be transferred to your O_2 Voicemail 901 service.

If you choose to answer a call, you can resume surfing when you finish the call by returning to Internet Explorer. When you attempt to download new information, you will be automatically re-connected to the Internet.

Whilst downloading files to your Xda (such as web pages, emails, attachments, audio/video files) your Xda will not receive incoming calls. However, you can set up your O_2 Voicemail 901 service so that your calls will automatically be diverted and you won't miss that important message.

O_2 Xda friendly websites

O_2 has created an Xda friendly portal at pda.o2.co.uk. You can reach this page by launching **'Internet Explorer'** under the **'Start'** menu and selecting the O_2 box on your Xda default homepage.

This page provides quick access to key information services. To assist you in finding the vast and growing number of Xda friendly websites select **'Browse directory'**.

Here's a taste of what's on offer.

We've got…

News

- News at home or abroad from ITN

Travel and directions

- Multimap.com offers street level maps, route information and more

Weather

- Check out the latest weather in your location, or perhaps where you would like to be

Sport

- Get the latest football news from givemefootball.com. The official site of the Professional Footballers Association

Download software

- In conjunction with Handango, O_2 brings you a vast array of Pocket PC software for your Xda, everything from business and professional software to games and entertainment

Business and finance

- The latest business news from ITN
- Trade shares while on the move in seven international markets with IMIWeb

WAP browser

WAP is a quick way of accessing Internet information which contains text and basic images only. You can use your Xda to access.

To launch your WAP browser:

- Choose the **'Programs'** option from the Start menu and select **'WAP'**
- Tap **'O2 WAP Portal'** and you will be automatically connected

5. Get in sync

You can now synchronise all information stored in Microsoft® Outlook® between your desktop computer and your Xda, using the Microsoft® ActiveSync™ package supplied with your Xda.

ActiveSync™ works with Outlook® to ensure your contacts, diary, task list and email files on your Xda and desktop computer are in sync. You can also use it to copy individual files between devices such as documents, video clips or music files you want to listen to through the Windows Media™ Player.

To use ActiveSync you will need to install the ActiveSync software on the CD supplied. Simply insert the CD into the CD drive of your PC and follow the on-screen instructions.

For further instructions on how to synchronise information between your Xda and desktop computer, please refer to the Microsoft® website at www.microsoft.com and search for **'ActiveSync'**.

⚠ Please note

If you are a Windows NT® user you will need to buy an Xda serial cradle and connector sold as an accessory.

Synchronise your contacts

Contacts maintains a list of your friends and colleagues so that you can easily find the information you're looking for whether at home or on the road. And using ActiveSync™ you can automatically transfer contacts from your desktop version of Outlook® to contacts on your Xda.

Create a contact

- Select **'Contacts'** from the Start menu.
- Tap **'New'** and enter all relevant contact information including email, phone numbers, and addresses.
- When details are complete, tap **'OK'**.

Find a contact

- For quick access to contacts press the contacts button detailed on the front panel components key on pages 3 and 4.

Alternatively,

- Tap **'Find'** from the Start menu.
- Enter the contact name, then select **'Contacts'** for the type and then tap **'Go'**.

For other ways of finding a contact on your Xda, please refer to your Pocket PC Phone User Manual.

Synchronise your email messages

With synchronisation, emails are synchronised between your Xda Inbox and your PC Inbox by using ActiveSync™ and Microsoft® Exchange or Microsoft® Outlook®.

So you can draft emails on your Xda whilst you are on the move and save them in your Xda's outbox. When you get back to your PC you can synchronise your Xda with your PC and your emails will be transferred to Microsoft® Exchange or Outlook® on your PC and then sent.

At the same time, during synchronisation emails are copied from the Inbox folder of Microsoft® Exchange or Outlook® on your PC and downloaded to the Inbox on your Xda*. So you can read emails later whilst on the move and draft a response.

Emails between your Xda and PC are linked when you synchronise. If you delete an email on your Xda, it is deleted from your PC the next time you synchronise.

For more information regarding ActiveSync™ and how to set up a connection, please refer to your Pocket PC Phone User Manual.

* By default you will receive messages from the last three days only, the first 100 lines of each new message, and file attachments of less than 100KB in size. To amend the default setting please refer to your Pocket PC Phone User Manual.

6. Live email on the move

Make productive use of travel time, by sending and receiving emails wherever you are.†

You can now send and receive Internet based emails with attachments on your Xda, just like you can on your work/home PC*. What's more GPRS technology ensures you're only charged for the data you have sent and received – not the length of time you are connected – making email on your Xda faster, more efficient and highly cost effective.

Web based email

You can access an existing email account, such as Hotmail while you are connected to the web. Simply connect to your web based email provider's website and **'log in'**. From here you can send and receive emails on the move.

Work email

Provided it's Internet based, you'll be able to send and receive any email on your Xda*. You'll also be able to access work email if you have Internet based means of accessing your company email server, such as POP3 or IMAP4. You will need to discuss this with your IT manager.

O_2 can also help you to access Local Area Network based, or 'secure' email on the move using your Xda. Please contact your service provider for more details of the services we offer to businesses with LAN environments.

MMIS from O_2

Microsoft Mobile Information Server mobilises corporate's Microsoft Exchange 2000 infrastructure in a secure way that fully integrates with the functionality of the Xda.

† Subject to network coverage.

* You will need either a Mobile Web subscription or connection to a Pay As You Use data tariff to surf the Internet over the GPRS network. Internet access is subject to O2 terms and conditions.

How to manage POP3 email

It can be quicker and more convenient to use your Xda's Inbox to manage your email. Most email providers enable you to do this. This type of email access is referred to as POP3.

Before you start

Before you begin ensure that your email service provider offer POP3. Do this by simply locating your email provider on our **'Email settings'** table on pages 31 and 32.

Set up your Inbox to manage your POP3 email

The following instructions show you the set-up process for using your Xda's Inbox for POP3 email.

- Tap **'Start'**

- Tap **'Inbox'**

- Tap **'Services'**
- Tap **'New Service'**
- Enter your **'Email Address'**
- Tap **'Next'**

Note: Your screen may appear phased out below the words 'enter email' – your set up process will still work so please continue to follow the instructions. Check our email settings table for the correct way to enter your email address.

- Your Xda will attempt to download settings

- Once the word 'Completed' appears underneath 'Status', tap **'Next'**
- Enter **'Your Name, Username* and Password'**

- Please double check your username and password.
- Tick the **'Save Password'** box if required
- Tap **'Next'**

*Note: It is important to check the email settings table on the inside back cover for the correct way to enter your username.

- Choose the **'Service Type'** (usually POP3)

- Enter a **'Name'** for this email account (Note: We recommend using your email provider's name. e.g. O_2, Yahoo). This will be the name shown in your inbox, so make it memorable
- Tap **'Next'**
- Enter **'Incoming mail'** server address

Note: Check our email settings table for the correct way to enter your incoming mail server address.

- For **'Outgoing mail'** server address, enter **'smtp.o2.co.uk'**
- Leave Domain empty – this is for company email services, not personal email
- Tap **'Finish'**

Your set-up process is complete.

Email settings

The settings shown in this table will help you set up a POP3 email account or let you know if your email provider allows POP3, Webmail access, or both.

Email service	Webmail	POP3	Important Notes	Email Address format Step 4	Username format Step 6	Incoming mail server Step 8	Outgoing mail server Step 8
AOL	Y	N	POP3 email access is not provided by AOL. To use AOL email open Internet Explorer and **visit http://www.aol.co.uk (NOT www.aol.com)** and login as usual.				
Blueyonder	Y	Y		username@blueyonder.co.uk	username	pop3.blueyonder.co.uk	smtp.o2.co.uk
BT Internet	Y	Y		username@btinternet.com	username	mail.btinternet.com	smtp.o2.co.uk
BT Openworld	Y	Y		username@btopenworld.com	username	mail.btopenworld.com	smtp.o2.co.uk
Clara.net	Y	Y		username@clara.co.uk	username	pop.clara.net	smtp.o2.co.uk
Demon	Y	Y	A separate POP3 password is required. Visit **www.demon.net**, click on **Web Password**, then a **Web Password Service** option,choose a security version, **sign in**, click**Mail**, click **Enabled** in the 'POP3 mail' box, enter your **new POP3 password**, then click **Apply**.	username@hostname.demon.co.uk	hostname	pop3.demon.co.uk	smtp.o2.co.uk
Freeserve	Y	Y	Note that **username is the part of the email address that follows the '@'**	user@name.freeserve.co.uk user@name.fslife.co.uk user@name.fsworld.co.uk user@name.fsnet.co.uk user@name.fsbusiness.co.uk	name.freeserve.co.uk name.fslife.co.uk name.fsworld.co.uk name.fsnet.co.uk name.fsbusiness.co.uk	pop.freeserve.com	smtp.o2.co.uk
Freeserve (FSmail)	Y	N	POP3 email access is not provided by FSmail. To use FSmail open Internet Explorer and **visit http://fsmail.freeserve.com and login** as usual.				
Gateway	Y	Y	Use full email address for 'username'	username@ukgateway.net	username@ukgateway.net	pop.ukgateway.net	smtp.o2.co.uk
Hotmail	Y	N	POP3 email access is not provided by Hotmail. To use Hotmail open Internet Explorer and **visit http://mobile.msn.com and login** as usual.				
Lineone	Y	Y**	Use full email address for 'username'	username@lineone.net	username@lineone.net	pop3.lineone.net	smtp.o2.co.uk
Lycos	Y	Y	Use full email address for 'username'	username@lycos.co.uk	username@lycos.co.uk	pop.lycos.co.uk	smtp.o2.co.uk
Mail.com	Y	Y	You must enable POP3 access via the Mail.com website. Mail.com may charge for this service.	username@mail.com	username@mail.com	pop1.mail.com	smtp.o2.co.uk
Netscape	Y	N	POP3 email access is not provided by Netscape – To use email open Internet Explorer & **visit http://www.netscape.net and login** as usual.				
NTL	Y	Y		username@ntlworld.com	username	pop.ntlworld.com	smtp.o2.co.uk
O_2 email	Y	Y	Use full email address for 'username'	username@o2.co.uk	username@o2.co.uk	mail.o2.co.uk	smtp.o2.co.uk
Supanet	Y	Y		username@supanet.com	username	pop.supanet.com	smtp.o2.co.uk
Talk21	Y	Y		username@talk21.com	username	in.talk21.com	smtp.o2.co.uk
Tiscali	Y	Y	Use full email address for 'username'	username@tiscali.co.uk	username@tiscali.co.uk	pop.tiscali.co.uk	smtp.o2.co.uk
UKOnline	Y	Y		username@ukonline.co.uk	username	pop3.ukonline.co.uk	smtp.o2.co.uk
Virgin.net	Y	Y		username@virgin.net	username	pop.virgin.net	smtp.o2.co.uk
Yahoo.co.uk	Y	Y**	** You may need to enable POP3 access via Yahoo.co.uk. Login to Yahoo mail, click **options**, then **Pop Access and Forwarding** and **select Web and POP Access**.	username@yahoo.co.uk	username	pop.mail.yahoo.co.uk	smtp.o2.co.uk
Yahoo.com	Y	Y**	** You must enable POP3 access via Yahoo.com. Login to Yahoo mail, click **options**, then **Pop Access and Forwarding**. Yahoo may charge for this service.	username@yahoo.com	username	pop.mail.yahoo.com	smtp.o2.co.uk

** You must login to your account through a normal PC and enable POP3 access to use the Xda to send & receive your email.

How to use POP3 email

Now your inbox is set up, you can start using your inbox to manage your POP3 email.

Getting to your inbox

- Tap **'Start'** then from the drop-down menu, tap **'Inbox'**

Selecting your email service

The inbox can handle multiple POP3 email accounts and text messages. If your PC is synchronised with your Xda, it will be able to handle text messages, too. To choose which inbox service you would like to use

- Tap **'Services'** and choose from the menu

Creating email

When you compose, or reply, to emails, tap **'Send'.** Remember, this moves it to the outbox. It won't be sent until you **'Send & receive'**.

Sending and receiving email

By tapping on the icon , your Xda will connect to the Mobile Web service and log on to your POP3 mail server. Once logged on, it will send any emails in your outbox and receive emails from your POP3 mail provider. Once completed, the Xda will disconnect from your POP3 mail server and the Mobile Web service.

By tapping on the icon , your Xda will connect to the Mobile Web service and log on to your POP3 mail server. Once logged on, it will send any emails in your outbox and receive emails from your POP3 mail provider. Once completed, you will stay connected to the Mobile Web service and your POP3 mail server. By default the Xda will then automatically check for new email every 15 minutes (this can be changed by editing your email settings).

7. Programs and applications

Your Xda is pre-loaded with a variety of software. Most of these applications can be found by tapping **'Start'** and then selecting **'Programs'**.

You will find a variety of Microsoft applications. Instructions for these can be found in chapter six of your user manual.

Some additional applications brought to you by O_2 are detailed on the following pages.

These are online services that require registration.

Action Update

Action Update is a software service from O_2. Applications, games, ring tones and fixes will be made available through Action Update as they become available.

Check back frequently for updates by selecting **'Action Update'**.

More detailed instructions on how to use Action Update will be made available at www.o2.co.uk/xda

Action Backup

You can use Action Backup to backup and restore all of your personal files and data saved on your Xda.

You can do this when your Xda is connected to your desktop PC, or when you are mobile.

To access Action Backup:

- Choose the **'Programs'** option from the Start menu
- Tap on the **'Action Backup'** icon

myO$_2$

Exclusively on the Xda is myO$_2$, a truly wireless assistant, bringing you exciting interactive services. If you're looking for fast access to useful information, then this service is for you.

It saves you time

myO$_2$ remembers your preferences so you spend less time typing. Simply click and go, and because it's specially formatted for the Xda, you don't spend time scrolling around a website.

It lets you work smarter

Content becomes interactive and can integrate with the Xda's functions (phone, email, calendar and contacts).

It's flexible

Content can be requested when you're offline, then instantly processed later when you're online.

AA route planner

You can find routes and maps between locations in Great Britain, or get the latest traffic news on major roads.

More services will be joining myO$_2$ soon.

MSN messenger

Instant messaging is designed to allow text based chat via the web to any of your contacts who are online at the same time as you. You can also have instant message conversations with groups of contacts. Find out if someone is free for lunch or how friends are on the other side of the world – instantly.

To use MSN® Messenger you must have a .NetPassport®. If you have a Hotmail or MSN® account, you already have a .NetPassport®. To get a free passport, visit www.passport.com.

To use instant messaging on your Xda:

- Select the **'Programs'** option from the Start menu, then tap on **'MSN Messenger'**.
- Tap on **'Tap here to sign in'**, then enter your .NetPassport® Sign in name in the **'Sign in'** box e.g. username@hotmail.com.
- Enter your password, then tap on **'Sign in'**.
- If you already have a list of contacts, they'll appear as they do on your desktop computer. Tap on any to start a conversation.

For further information on using instant messaging on your Xda, please refer to the Microsoft® website at www.microsoft.com or your Pocket PC Phone User Manual.

⚠ Please note

For information on standard text messaging see the phone section of this user guide.

8. Other useful information

Roaming

With your Xda you can be contacted virtually anywhere in the world*, making and receiving calls. So whatever you are up to abroad – don't wait, tell someone about it!

The Xda will operate on both GSM and GPRS mobile phone networks, and will operate in any country where O_2 has a roaming agreement. Where GPRS is not yet available overseas, the GSM network can still be used to provide voice and data services in over 120 countries.

Whilst abroad contact International Customer Services on: +44 870 521 4000

* Subject to network coverage.

Access the Internet abroad

Where GPRS is not yet available you will need to access the Internet abroad over a GSM link.

To access the Internet over GSM:

- Select **'Settings'** from the Start menu, then tap on the **'Connections'** tab
- Tap on the **'Connections'** icon, then tap the **'Modify'** button under the first drop down menu
- Press and hold the Mobile Web connection with the number +44 7712 932932
- Then tap **'Always Dial'** from the pop-up window
- This will then reset your default connection to GSM, allowing you to connect to the Internet

⚠ Please note

When returning from abroad, you will need to amend the settings on your Xda to access the Internet over GPRS. Follow the same steps as above, but choose the Mobile Web connection with **'GPRS'** next to it.

Accessories

A growing number of accessories are available for your Xda. For further information visit www.o2.co.uk and click on **'Accessories'**.

Removing your SIM card

- Before removing your SIM card please ensure that you have saved all of the data in open programs. Opening the SIM door will turn your device off
- Open the SIM card compartment as above and then press the point of your stylus into the hole marked B in the diagram below to release the SIM card

⚠ Please note

Before progressing please pay particular attention to the stylus position, as pressing A (in the diagram above) will permanently damage your device.

9. Help and trouble shooting

For the latest information on products and services, tips and advice on using your Xda, as well as the latest software upgrades;

- Visit pda.o2.co.uk (your Xda friendly website)
- Visit www.o2.co.uk/xda from your PC
- Telephone your service provider

Trouble shooting

Are you experiencing problems with your Xda when trying to call someone? Do you continually see the message 'No answer at the number dialled'? Then the following quick and easy answers may be able to help.

Signal

It's important that the Xda is in an area with sufficient signal strength so it can connect properly. You can check the signal strength and ensure that the phone is turned on by checking the icon displayed in the navigation bar.

If it shows:

	The phone is switched off. Tap this icon and then tap **'Turn phone on'**.
	You have sufficient signal strength.
	You have insufficient signal strength. If insufficient bars are shown, it's unlikely that your Xda will be able to connect. Please move to an area with a stronger signal strength before continuing.

If your problems continue please refer the Connection Settings steps on the following page.

Connection settings

Step 1: Tap **'Start'**

Step 2: Tap **'Settings'**

Step 3: Tap **'System'**

Step 4: Tap **'Auto Configuration'**

Step 5: Tap **'OK'** to launch the Auto Configuration

Step 6: Tap **'Yes'** to restart your device, and finish the process

Your Xda will now re-start with the factory default settings restored.

Contact your service provider

If your problem persists please contact your service provider to ensure that your account is all up to date.

If this does not solve your problem your service provider will be in a position to escalate the concern to technical support and resolve the issue.